

Benjamin Construction Trade School



Catalog

Main Campus

1543 West Olympic Blvd., Suite 328

Los Angeles, CA 90015

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January 9, 2012 to December 31, 2012

TABLE OF CONTENTS

Welcome	4		
Catalog Revisions	4		
College History	4		
Ownership & Management	4		
Mission Statement	4-5		
Instructional Methodology	5		
Academic Freedom	5		
BPPE Approval Disclosure	5		
Crime Statistics Report	5		
Questions	5		
Review Documents before Signing	6		
Complaint	6		
Physical Address	6		
Programs	6		
ADMISSIONS	7-8		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Class Size Hours of Operation Instruction Hours Holidays Length of Programs/Courses Program Measurement </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Graduation Requirements Class Scheduling Policy and Program Modification Books and Supplies Professional Position Requirements </td> </tr> </table>	<ul style="list-style-type: none"> Class Size Hours of Operation Instruction Hours Holidays Length of Programs/Courses Program Measurement 	<ul style="list-style-type: none"> Graduation Requirements Class Scheduling Policy and Program Modification Books and Supplies Professional Position Requirements 	
<ul style="list-style-type: none"> Class Size Hours of Operation Instruction Hours Holidays Length of Programs/Courses Program Measurement 	<ul style="list-style-type: none"> Graduation Requirements Class Scheduling Policy and Program Modification Books and Supplies Professional Position Requirements 		
ACADEMICS	9-18		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Faculty Admission Acceptance Admission Criteria and Procedures Admission to the Certificate and Diploma Programs Articulation Agreements Admission Criteria for Students with Disabilities Transfer Credit Evaluation Withdrawal and Refunds Hypothetical Refund Example Determination of the Withdrawal Date Cancellation Agreement Unsatisfactory Academic and Progress Requirement Probationary Status Student Conduct Sexual Harassment Grading Policies Substance Abuse Prevention Policy Unsatisfactory Financial Progress Requirements </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> FINANCIAL Financial Policies Student Budget Tuition and Fees Payment Methods Tuition Tables Summary of Total Charges Explanation of Fees Tuition Registration Student Recovery Fund STRF Books Course Challenge Fee Returned Check Transcript Fee Non-Discrimination Statement Loans Bankruptcy </td> </tr> </table>	<ul style="list-style-type: none"> Faculty Admission Acceptance Admission Criteria and Procedures Admission to the Certificate and Diploma Programs Articulation Agreements Admission Criteria for Students with Disabilities Transfer Credit Evaluation Withdrawal and Refunds Hypothetical Refund Example Determination of the Withdrawal Date Cancellation Agreement Unsatisfactory Academic and Progress Requirement Probationary Status Student Conduct Sexual Harassment Grading Policies Substance Abuse Prevention Policy Unsatisfactory Financial Progress Requirements 	<ul style="list-style-type: none"> FINANCIAL Financial Policies Student Budget Tuition and Fees Payment Methods Tuition Tables Summary of Total Charges Explanation of Fees Tuition Registration Student Recovery Fund STRF Books Course Challenge Fee Returned Check Transcript Fee Non-Discrimination Statement Loans Bankruptcy 	
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STUDENT POLICIES AND SERVICES

18-27

Placement Department	Study Groups
Student Tuition Recovery Fund Disclosures	Visitors
Notice Concerning Transferability of Credit and	Housing Information
Credentials Earned at Our Institution	Visa
Facilities and Equipment	English Proficiency
Parking	Credit for Experiential learning
Library Facilities	Financial Aid and Title IV
Student Orientation	Grading Policy
Academic Advisement	Make-up Work
Current Student Information	Academic and Progress Standards
Telephone	Academic Progress Requirements
Medical, Dental, Psychological care	Attendance Progress Requirements
Pregnancy	Duration of Study
Child care	Academic Achievement Recognition
Students Activities and Programs	
	Repetition
	Distance Education
	Student Grievance Procedures
	Definition of Grievances
	Steps Towards Resolution
	Procedures for Official Hearing
	Recourse After Hearing
	Student Records and Transcripts
	Student Records
	Leave of Absence
	Family Educational Rights and Privacy Act of 1974, as Amended

Program Descriptions

29-41

Carpentry Journeyman Course
Handyman Course
Elective Courses
Program Course Book Lists
Program Course Equipment Lists

WELCOME

Your decision to join an active and diverse student body is an important step on your Journey to advancing your education and improving your career opportunities. Our programs, quality education, quality education, hands-on training and dedicated faculty and staff create caring, friendly atmosphere for learning. BCTS provides training for Construction careers.

All information in this school catalog is current and is certified as true by the Chief Academic Officer of Benjamin Construction Trade School. Please use this catalog to learn more about BCTS and the opportunities available to enhance and enrich your educational experiences.

This catalog applies to the BCTS Main Campus. The policies and procedures described herein apply equally to all students enrolled at our main location and are intended to serve as a guide to BCTS programs, policies and procedures. It includes information about courses of study, services, regulations and requirements.

Prospective enrollees are encouraged to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

California statute requires that a student who successfully completes a course of study be awarded an appropriate Diploma/Certificate of Completion verifying this fact.

Catalog Revisions

BCTS reserves the right to change when necessary without prior notice.

History

Benjamin Construction Trade School was started in 2007 during the BPPVE sunset period.

Ownership & Management

BCTS is a private, postsecondary educational institution. It is organized and operated as a California Non-profit Corporation. The corporate officers of BCTS are as follows:

- +Chief Executive Officer: John H. Park
- +Academic Operation Director: Chong T. Moh
- +Financial and Planning Director: Young Kyun Kim
- +Administrative Director: Dongmin Lee

6 Mission Statement

The institution's purpose and objectives are to provide equal education and training to unskilled and skilled future construction workers and to support the general growth of the construction industry.

Mission success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of BCTS in the community.

BCTS is dedicated in helping the undeserved population to matriculate into construction careers.

Philosophy and Objectives

BCTS is committed to provide an educational environment that enhances students' ability to fulfill their career goals and encourages the development of the total person and provides direction for

men and women who have the desire and discipline to improve their lives through learning new skills and knowledge in the BCTS prepares students for job opportunities in construction, carpentry, electric trouble-shooting and repair, plumbing and handyman work with the following objectives:

- To provide the technical skills and knowledge necessary for employment and career advancement.
- To develop professional attitudes, work habits, self-discipline, and confidence and communication skills required for work and living.
- To integrate general educational courses that fosters a lifelong interest in professional and humanistic learning.
- To provide all students with an opportunity to obtain a quality education in the construction program of their choice.
- To increase student awareness and sensitivity to other cultures through a supportive environment.

Instructional Methodology

Learning occurs by lecture, demonstration, lab, question and answer, practice and study groups.

Academic Freedom

BCTS stands for academic freedom in the tradition of democratic spirit, and to encourage creative thinking of the students as well as the faculty members of BCTS Therefore, the students and the faculty members are assured of the following academic freedoms without fear of interference or penalty from the administration:

1. Freedom of discussion in the classroom expressing a variety of views and opinions on the subject matter being taught.
2. Freedom to express views on social, political, scientific, philosophical, ideological, or religious concerns in or outside of the classrooms, as long as they believe it would advance understanding in their specialized subject of study.

7BPPE APPROVAL DISCLOSURES

Benjamin Construction Trade School is a private institution and is approved by the Bureau for Private Postsecondary Education (BPPE) under section 94909 (a) (2)

Crime Statistics Report

No criminal offenses or arrests have occurred in the following categories on the school premises from 2007 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability.

8 Questions

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education , 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, (www.bppe.ca.gov) or by calling Toll-Free Number (888) 370-7589, Fax Number: (916) 263-1897”

9 Review Documents before Signing

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

10 Complaint

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet website: www.bppe.ca.gov.”

11 Physical Address

BCTS Classes are held at the main at 1543 West Olympic Blvd., Suite 328, Los Angeles, California 90015 and uses equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, handicapped access and health requirements. BCTS’ main campus is located minutes from public transportation at 1543 West Olympic Blvd., Suite 328, Los Angeles, California 90015, and houses computer laboratories, general purpose classrooms, a learning resource center, a student lounge and administrative offices. Laboratories are furnished with modern equipment.

12 BCTS offers the following Programs:

Certificate Programs

Handyman Program

Elective Courses Program;

1. Electric Course
2. Plumbing Course
3. Heating and Air Conditioning Course

Diploma Programs

Carpentry Journeymen Program

12 Class Size

In order to maintain *BCTS*’ high educational standards, instruction is in residence with a facility occupancy level of 30 students at any one time. The maximum lecture class for the programs is 15 to 30 students

12 Hours of Operation

Campus Administrative Office Hours

Monday through Friday-10:00 A.M. to 5:00 P.M.

Instruction Hours:

INSTRUCTION	TIME	DAY
Morning Schedule	8:00 A.M. to 12:00 P.M.	Monday through Thursday
Afternoon schedule	2:00 P.M. to 6:00 P.M.	Monday through Thursday
Evening Schedule	6:00 P.M. to 9:00 P.M.	Monday through Thursday
Saturday-Sunday (if applicable)	8:00 to 12:00 P.M. or 2:00 to 6:00 P.M.	Saturday-Sunday

Legal holidays are observed. The school provides special consideration for holidays of all religious beliefs. Appropriate arrangements can be made with the Chief Academic Officer. The following is a list of recognized school holidays:

12 Holidays:

- | | |
|---------------------------------------|---------------------------------|
| New Year’s Day | Independence Day |
| Martin Luther King’s Birthday Holiday | Labor Day |
| President’s Day | Thanksgiving Day, the day after |
| Memorial Day | Christmas |

12 Length of Programs/Course

Each curriculum’s description indicates a standard program and/or course length. Hours are devoted to lecture and research dependent upon the educational requirements of the program, and these hours are converted to quarter units. Emphasis is placed on the practical application of skills for the given profession. All programs require that a student attend full time either days or evenings. Approved programs and courses utilize a clock hour credit. Fifty classroom minutes denotes one clock hour credit.

Program Measurement

Definition of a Clock and Credit Hour;

The conversion from clock hours to credit hours is 15 clock hours of lecture, 20 of lab practice, or 40 of externship equals one semester credit hour.

A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

12 Graduation Requirements

Success is dependent upon the student's individual efforts, abilities and application to the requirements of the School.

To be eligible for graduation, a student must:

- Complete all required course requirements with at least a cumulative grade point average of 2.0.
- Meet the specific grade and other program requirements for specific classes
- Have more than 85% attendance throughout the course.
- Meet the Satisfactory Progress requirement
- Meet all financial or other obligations to the School.

A certificate of completion or a diploma will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program section requires a minimum cumulative grade point average of 2.0 or above.

12 Class Scheduling

The School publishes the class schedule prior to the beginning of each term of study. The class schedule lists every section of each class to be offered for the impending term, including the class name and number, days, time, instructor, meeting dates, and units.

12 Policy and Program Modification

In keeping with the school philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Program s becomes an official part of the catalog. The School reserves the right to amend the catalog and program as needed.

12 Books and Supplies

An itemized cost of books, supplies, used in instruction is listed in the catalog. A student must provide additional supplies such as notebooks, notepaper, highlighters, pens, pencils and erasers etc.

13 Professional Position Requirements

If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.

BCTS's educational programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

Disclosure

According to the Contractors State Licensing Board, in California, anyone who contracts to perform work that is valued at \$500.00 or more for labor and materials must hold a current, valid license from the California State Licensing Board.

14 **Faculty**

Chong T. Moh, General Contractor Over 45 years of experience
Eui Sin Kim, Structure, Civil Engineer Over 30 years of experience
Sam Kim, Deputy Inspector and Engineer Over 28 years of experience
Dong Lee, Business Consulting
In Koo Kim, Roofing Contractor
Over 19 years of Roofing experience
Mike C. Kim, General Contractor
Over 26 years as a general contractor

15 **ADMISSIONS, ACCEPTANCE**

Application Requirements for all Programs

- Submit an application for review.
- Submit a \$100 non-refundable registration fee/charge.
- Pay all required fees.
- Submit a transcript.
- Copy of high school diploma or GED.
- Pass the Wonderlic Test with a score of 17.
- Demonstrate willingness to work hard and be a dedicated student.

Admissions Criteria and Procedure

BCTS accepts students with a High School Diploma or General Education Development (GED).
BCTS does not accept Ability to Benefit Students.

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus. Students are given tour of the catalog, catalog supplement, consumer information including tuition and fees, current schedules of program start dates and a list of faculty.

Admission to the Diploma and Certificate Programs

Applicants with a high school diploma or GED must receive a passing score of 17 on the Wonderlic Test.

Articulation Agreements

BCTS does not currently have articulation agreement with other institutions. BCTS does accept transfer of credits earned from another college or university.

Admission Criteria for Student with Mental or Physical Disabilities

The admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access.

15 Transfer Credit Evaluation

Credits earned at other institutions will be evaluated using the following criteria:

- Transcript copies must be forwarded to the Chief Academic Officer for evaluation.
- Only those courses that are substantially comparable to BCTS courses will be considered for evaluation.
- Courses under consideration must have a grade of “C” or higher.
- Courses from accredited post-secondary training programs that correspond directly in content, scope and length to BCTS courses will be considered for credit.
- Credit by examination may be accepted upon the discussion and review of the Chief Academic Officer.
- No more than 50% of the total credits of the program can be accepted from transfer credit to BCTS.

16 Withdrawals and Refunds

Students wishing to add or drop a course after registration must obtain a “Request for Course Change” form from the Registrar, and secure a signature from the instructor teaching the course. Changes must be made by the deadline for program changes not posted in the academic calendar. Courses dropped in this manner will **not** be recorded on the student’s permanent record.

For dropped courses, refunds are calculated from the date the ADD/DROP form is postmarked, if mailed, or received by the Registrar. **Failure to officially drop a course will result in full tuition charges for the course.**

The difference in tuition resulting from a reduction in the number of units registered will be refunded to the student in accordance with the posted refund schedule. Conversely, the student will pay the difference in tuition when the number of units is increased.

After the deadline for program changes, students may drop a course only with the permission of the instructor of the course, and will receive a “W” grade. After the end of the deadline for program changes, all requests for dropping courses must be in writing and approved by the Registrar in order to receive a “W” grade. Students who do not officially drop a registered course, and do not attend the course, are subject to a failing “WF” grade.

16 Withdrawal and Refunds

Students have the right to withdraw from a course of instruction at any time. If Students withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 90% of his/her program, the School will remit a refund, if applicable, less a non-refundable registration fee/charge not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of semester credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student’s enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within

thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the school to pay it. The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	15	30	45	60	75	90	Over 90
Tuition Refund	135	120	105	90	75	60	0

A student attending an academic quarter and enrolled in the minimum 12 units per term would be attending three 60 hour courses for a total of 180 hours. If the student cancels at the midpoint of 90 hours the example below would be the refund that he/she would be entitled to receive. (Example)

Hypothetical refund example:

Tuition for Quarter (12 units @\$120/unit)	\$1,440
Divided by 120 (Hours in Quarter)	÷120
Hourly cost	\$12
Multiply by 90 (actual hours attended in term through last day attended)	×90
Tuition earned through pro-rated attendance	\$1080
Add Registration fee	+\$100
Total amount owed	\$980
Minus amount paid by student for the current term	(\$1,440)
Amount overpaid	\$460
Amount to be refunded	\$460

Note: If a student has completed more than 90% of the scheduled hours in the current term (actual hours attended divided by hours in the semester), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges. The student will not be entitled to a refund.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the Registrar’s office of your withdrawal.
- The School terminates your enrollment.
- You fail to attend classes for fifteen (15) consecutive school days.

Determination of the Withdrawal Date

The student’s withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution’s attendance records.

16 Student Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first session, or seventh day after enrollment, whichever is later.

Cancellation shall occur when you have given written Notice of Cancellation to the director, at the address of the School shown on the Agreement. The student can also mail, hand deliver, fax or telegram the cancellation. The written Notice of Cancellation, if sent by mail, is effective when Cancellation notices are to be addressed to:

Benjamin Construction Trade School
1543 West Olympic Blvd., Suite 328, Los Angeles, CA 90015

If you cancel this agreement, the school will refund you any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received. Students who have not visited the School facility prior to enrollment will have the opportunity to cancel without penalty.

If the school has given you any equipment, including books, or other materials, you shall return them to the school within 30 days following the day of your cancellation.

If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the School may deduct its documented cost for the equipment from any refund that may be due to you.

Once you pay for the equipment, it is yours to keep without further obligation.

Remember that you must cancel in writing. You do not have the right to cancel by telephone message to the school, or by not attending class.

17 Unsatisfactory Academic and Progress Requirement

Students who fail a course, or whose cumulative fall or spring term grade point average falls below C will be placed on academic probation. In this circumstance, the student will receive written correspondence from the Chief Academic Officer outlining a plan of study designed to improve his or her academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. The student is required to follow this plan of study until he or she is removed from probation. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

17 Probationary Status

Students will be notified in writing should they be placed probation for falling to meet either attendance requirements or academic standards.

Students will also receive attendance or academic counseling from the Chief Academic Officer, as appropriate when they are placed on probation.

The school will notify a probation student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress or lack of attendance.

If the student fails to meet the cumulative 85% attendance or 70% grade average for any evaluation period. He or she will be placed on probation for the next evaluation period.

1. Attendance probation: Students must show the overall attendance rate meets the requirement of 85% attendance policy; failure to achieve the 85% attendance at the end of the probationary evaluation period will result in the administrative withdrawal of the student.
2. Academic probation: Students must retake and pass all applicable tests and required course assignments.
Failure to achieve a 70% grade average at the end of the probationary period will result in an administrative withdrawal of the student.

Appeal Process

The student must submit a written appeal of his or her dismissal within five calendar days of his or her receipt of the dismissal notice.

The appeal should be addressed to the Chief Academic Officer.

The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic and/or attendance progress.

Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Chief Academic Officer will assess all appeals and determine whether the student may be permitted to continue school on a probationary status, despite not meeting satisfactory progress requirements.

The student will be sent the written decision within 10 days of the school's receipt of the appeal.

The decision of the Chief Academic Officer is final.

Students that are reinstated upon appeal are on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Chief Academic Officer's letter granting the appeal.

At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic and attendance status will be reviewed.

The student may continue on probation as long as he or she meets the terms of the probation, until satisfactory academic progress status is regained.

17 Student Conduct

Please maintain the following behaviors and those described elsewhere in the Catalog. Acceptable professional conduct for BCTS students include:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
4. Demonstrate strong ethical character.
5. Treat people as you would like to be treated.
6. Maintain professional grooming and personal hygiene at all times.
7. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
8. Rules of conduct at the School are based on the California Administrative Code.
9. An act of dishonesty is the most serious violation of student conduct.
10. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
11. Fabrication is the falsification or invention of any information in an academic setting.

12. Food or drink is **NOT** permitted in the classrooms, unless designated by the school Director, the instructor or the Registrar.

Violation of the rules of conduct present in the catalog may lead to dismissal from the School and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from BCTS. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school.

17 Sexual Harassment

BCTS intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – **will not be tolerated**.

Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.
- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact an administrator.

17 Substance Abuse Prevention Policy

As a matter of policy, BCTS has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any School activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.

17 Unsatisfactory Financial Progress Requirement

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the School and/or probation. Failure to meet all financial obligations to the school may also lead to dismissal from school and/or probation.

20 FINANCIAL POLICIES

Student Budget

In addition to the direct costs of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. BCTS' student service representative will assist you with this budget.

Tuition and Fees

The **Enrollment Agreement** obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed below. The BCTS Catalog is available at no charge and will be provided to each enrollee prior to enrollment. The School will work with each student to determine the best financial arrangement to meet their obligation for tuition. The school provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

Payment Methods

Students must pay the required registration fee and tuition on or before the beginning of each semester. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

BCTS accepts payment the form of Cash, Personal Checks, Money Orders, Traveler's or Cashier's Checks

TUITION TABLE	Carpentry Journeyman Course	Handyman Course
Tuition	\$6,000	\$5,000
Registration Fee Non-refundable charge	\$100.00	\$100
STRF Non-refundable Charge	\$3.00	\$2.50
Books and Supplies	\$221.95	\$221.95
Total	\$6,336.95	\$5,334.45
Miscellaneous Fees		
Graduation Fees	\$25.00	\$25.00
Transcript Fee	\$5.00	\$5.00
Late Registration Fee	\$30.00	\$30.00
Returned Check	\$25.00	\$25.00
Student Association	\$20.00	\$20.00

TUITION TABLE	Electric Course	Plumbing Course	Heating and Air Conditioning Course
Tuition	\$2,500	\$2,500	\$2,500
Registration Fee Non-refundable charge	\$100.00	\$100.00	\$100.00
STRF Non-refundable Charge	\$1.25	\$1.25	\$1.25
Books and Supplies	\$16.95	\$35.00	\$16.95
Total	\$2,621.95	\$2,640.00	\$2,621.95
Miscellaneous Fees			
Graduation	\$25.00	\$25.00	\$25.00
Transcript	\$5.00	\$5.00	\$5.00
Late Registration	\$30.00	\$30.00	\$30.00
Returned Check	\$25.00	\$25.00	\$25.00
Student Association	\$20.00	\$20.00	\$20.00

Carpenter Journeyman Course

SUMMARY OF TOTAL CHARGES		
Total charges for the current period of attendance	\$6,336.95	STRF \$3.00 non-refundable charge
Estimated total charges for the entire educational program	\$6,336.95	Registration Fee \$100.00 non-refundable charge
Total charges the student is obligated to pay upon enrollment	\$1,000	

Handyman Course

SUMMARY OF TOTAL CHARGES		
Total charges for the current period of attendance	\$5,334.45	STRF \$2.50 non-refundable charge
Estimated total charges for the entire educational program	\$5,334.45	Registration Fee \$100.00 non-refundable charge
Total charges the student is obligated to pay upon enrollment	\$1,000	

Electric Course

SUMMARY OF TOTAL CHARGES		
Total charges for the current period.95 of attendance	\$2,621.95	STRF \$1.25 non-refundable charge
Estimated total charges for the entire educational program	\$2,621.95	Registration Fee \$100.00 non-refundable charge
Total charges the student is obligated to pay upon enrollment	\$500.00	

Plumbing Course

SUMMARY OF TOTAL CHARGES		
Total charges for the current period of attendance	\$2,640.00	STRF \$1.25 non-refundable charge
Estimated total charges for the entire educational program	\$2,640.00	Registration Fee \$100.00 non-refundable charge
Total charges the student is obligated to pay upon enrollment	\$500.00	

Heating and Air Conditioning Course

SUMMARY OF TOTAL CHARGES		
Total charges for the current period of attendance	\$2,621.95	STRF \$1.25 non-refundable charge
Estimated total charges for the entire educational program	\$2, 621.95	Registration Fee \$100.00 non-refundable charge
Total charges the student is obligated to pay upon enrollment	\$500.00	

Explanation of Fees

Tuition

This is the base amount the student will pay for the program of study.

Registration Fee

This is a non-refundable charge for administrative and office costs.

Books

An itemized list of the textbooks used for each program is listed in this catalog.

Course Challenge Fee

A \$100 fee per course will be charged for any course challenged by students. If the challenge test is not passed, then the student will be required to take the course for credit, and the fee paid for the challenge test will be applied toward the tuition of the class.

Returned Check

A \$25 fee will be charged if a check is returned for insufficient funds. This fee is added to the amount of the returned check, and the total payment must be made by cashier's check or money order.

Transcript Fee

A \$5.00 per transcript fee will be charged for any transcript request. This enables the school to send an official copy to another educational institution, or to an employer, and covers the cost of postage and handling.

21 Non-Discrimination Statement

BCTS, in compliance with *Title IV of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972* (which includes sexual harassment), *Section 503/504 of the Rehabilitation Act of 1973*, the *Vietnam Era Veterans Readjustment Assistance Act*, and the *Age Discrimination Act of 1975*, does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap in any of its policies, procedures or practices. If any student wishes to file a complaint covered by the above stated regulations, she/he

must follow the grievance procedures. All inquiries regarding this policy may be addressed to the President who serves as the Affirmative Action Officer.

BCTS makes its programs and services accessible to and usable by individuals defined as handicapped in Section 504 of the *Rehabilitation Act of 1973*. The SCHOOL provides evaluation of individual needs, advisement, and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of the course. For any other problems, they should contact the Chief Academic Officer.

22 Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

23 Bankruptcy,

Benjamin Construction Trade School has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

24 Placement Department

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, Understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, work place etiquette, time management skills, and successfully navigating the work place.

25 Student Tuition Recovery Fund Disclosures

California Private Postsecondary Education Act of 2009 requires institutions to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). The Fund is administered by the State of California's Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

(b) The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents money you paid to the institution.

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

Or by mail:

P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (916) 431-6959 Toll Free Number: (888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov

26 “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at (**Benjamin Construction Trade School**) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (**Carpentry Journeyman Course, Handyman Course, Electric Course, Plumbing Course and Heating and Air Conditioning Course**) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For that reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (**Benjamin Construction Trade School**) to determine if your credits, degree, diploma or certificate) will transfer.”

27 Facilities and Equipment

Courtesy and respect for others around you is the responsibility of the student attending classes at School. In order to maintain an environment that promotes and supports this objective, the following rules are to be followed:

1. Smoking is prohibited in the classrooms and restrooms. Smoking will be permitted outside on the building.
2. Students must maintain a clean, organized, area at all times.
3. When leaving the area, all electrical devices, computers, and so forth, must be turned off.
4. Food and drinks are prohibited in the classrooms.
5. Students misusing the equipment or instrumental devices may be subject to dismissal and may be billed for damaged equipment.
6. Accidents and/or breakdowns must be reported immediately to the student’s instructor.
7. BCTS has office space, classrooms, student lounge area and a library.
8. All school equipment is owned by BCTS.

27 Parking

Parking is available in the parking lot located behind the school and street parking is also available.

28 Library Facilities

BCTS has access to the Benjamin University library that contains resource materials for student use. Students may search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries. Library hours are available during the week in between class schedules. Times are posted on the outside of the library.

Students will be provided library cards upon enrollment into BCTS.

BCTS has an open enrollment for residents and non-residents and students are able to access the library during the posted hours located on the outside of the library doors.

Student Orientation

During orientation, a school administrator will familiarize the student with the College facilities, services, grading policies, graduation requirements, etc. as described in this catalog. BCTS welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's Chief Executive Officer.

Academic Advisement

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic

Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

Current Student Information

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

Telephone

Emergency calls will be transmitted to the student as received.

Medical, Dental, Psychological Care

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personnel psychological counseling, the Registrar will provide a listing of services in the community.

Pregnancy

Upon confirmation of pregnancy, the student must provide the Registrar with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

Child Care

BCTS is not equipped or properly staffed to provide childcare services for students.

Student Activities and Programs

BCTS provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the School encourages students to include their families, friends, and significant others in the educational process. In addition, the School sponsors activities and organizations to foster integration of personal and professional development.

29 Study Groups

Students are encouraged to form study groups with other BCTS students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance, and understanding of course subject matter.

Students are cautioned that all School instructors require that each student his/her own original work. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog.

29 Visitors

Parents, spouses, prospective employers, etc. are cordially invited to visit the school at any time, with appropriate notice to the school. Special arrangements will be made for groups. Anyone, who disrupts the smooth operation of the school, may be asked to leave the premises immediately. Students are not allowed to bring children into the classrooms/laboratories without approval from the administration.

30 Housing Information

BCTS does not have dormitory facilities under its control nor is it responsible for providing student housing. There are rental apartments within a mile to five mile radius of the school. The apartment units range from \$600 to \$1,500 a month.

Visa

BCTS does not enroll international students and does not offer Visa Services.

31 English Proficiency

Students are required to speak English, when an instructional setting necessitates the use of English for educational or communication purposes. All classes at BCTS are taught in English.

32 Credit for Experiential Learning

BCTS does not accept Credit for Experiential Learning.

33. Financial Aid and Title IV

BCTS does not participate in federal and state financial aid programs.

34 Grading Policies

Evaluation of student achievement will be based on meeting the objectives for each class. At the beginning of each class, the instructor will provide the student with a syllabus identifying the objectives and grade determination criteria. Students must achieve a cumulative grade point average of at least 70%. A student who fails a class is permitted to continue in her/his studies as long as satisfactory progress is maintained. In a course in which a failing grade has been received, a student who has feasible reasons may ask the professor to grant permission to take a re-examination, or complete a reassignment of sufficient quality to raise the grade to a passing score. If the grade is raised to a passing grade, the student receives credit for the course, but no grade points are counted into the calculation of the student's GPA. If the student repeats a course after having received an F grade initially, the previous F grade remains factored into the GPA, as does the new grade.

34 Grade Point

The following systems of grade points are used to evaluate a student's level of achievement. A student's general standing is the result of the total number of grade points earned, divided by the total number of semester hours taken.

Grade	Points
A	4.0
B	3.5
C	3.0
D	2.5
F	0.0
I	Incomplete*
WP	Withdraw Passing
WF	Withdraw Failing

* An incomplete grade may be given for incomplete class assignments and/or examinations only with permission from the instructor. The "I" grade will be converted to an "F" grade if the incomplete is not made up within one week after the following classes begin.

34 Make-up work

Absences from class cannot be made up. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to the School, the student must immediately arrange to meet with the instructor regarding missed requirements. If the instructor approves, the student must make up assignments within five (5) days and examinations within two (2) days of returning from an absence. The instructor may assign additional outside assignments if deemed necessary. All arrangements are subject to the approval by the school's Chief Academic Officer.

34 Academic and Attendance Progress Standards

Academic Progress Requirement

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the School. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- The minimum cumulative grade point average attempted at BCTS is 2.0 for all programs.

Attendance Progress Requirement

The student is required to make quantitative progress toward program completion.

To be making satisfactory attendance progress, a student must attend at least 85% of the scheduled class hours on a cumulative basis during each evaluation period.

Duration of Study

Students must complete their programs with a minimum GPA of 2.0 within 1.5 times the scheduled program length.

34 Academic Achievement Recognition

To encourage academic excellence and progress, BCTS offers honors to full time students who earn a grade point average of 3.7 or better. These students are recognized by being placed on the Dean's List, and automatically become members of the Honor Society.

At graduation, awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership and service.

34 Repetitions

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student, and with the permission of the Chief Academic Officer, or designee based on a finding that circumstances exist which justify such repetition. In such repetition, under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade point average.

Students may petition for approval to repeat courses up in which substandard grades (less than "D") were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the grade point average, and the student academic record so annotated. No specific course or categories of courses shall be exempt from course repetition.

35 Distance Education

BCTS does not currently offer Distance Education classes.

36 Student Grievance Procedures

BCTS, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a BCTS student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The Chief Academic Officer shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

Definition of Grievance

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body.

The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to BCTS' petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the President. Resolution shall be attempted at the lowest possible level.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the President, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

36 Recourse after Hearing

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education. In contacting the Bureau with a grievance, students are encouraged to follow these guidelines:

1. Contact the Bureau for Private Postsecondary Education offices by mail. A written follow-up letter must accompany complaints received by phone.
2. Include the following required information in the letter of complaint:
 - a. The nature of the problem
 - b. The approximate date(s) that the problem(s) occurred
 - c. The name(s) of the individual(s) involved in the problem(s) (within the institution, or any other students who were involved)
 - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
 - e. Evidence demonstrating that the institution's complaint procedure was followed before contacting the Bureau for Private Postsecondary Education.
 - f. The complaint must be signed

Send the complaint to: Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 (916) 431-69537

37 Student Records and Transcripts

BCTS' academic transcripts are kept indefinitely.

BCTS will provide a transcript of the student's academic record upon written request by the student. Transcripts issued to the student are marked "Issued to Student." Students are allowed one transcript at no charge. There is a \$5.00 fee for each additional transcript. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "unofficial" stamped on the transcript.

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

Student Records

Student records, which include grades, attendance, prior education and training, personal achievements, etc. are kept for a period of not less than five (5) years on the school premises. Academic transcripts are kept indefinitely.

37 Leave of Absence

A leave of absence (LOA) may be granted under special circumstances.

LOA requests must be submitted to the registrar and must include an anticipated return date and be signed by the student.

Students are entitled to take two LOAs, not exceeding 60 days total, during any academic year, for example a student may take one 60-day LOA or two LOAs that together, add up to a maximum of 60 days.

The student may not request a second LOA if he or she has already taken one 60-day LOA; furthermore, he or she may not request a third LOA, no matter how many days the student was absent during the first two LOAs.

Failure to return to school as scheduled without prior written notification to and approved from the Registrar will result in immediate dismissal.

Any refund due will be made within 30 calendar days from the end of an approved Leave of Absence.

There are two categories of LOA:

1. General LOA for emergency or personal purposes, up to 60 days.
2. Medical LOA for medical purposes.

37 Family Educational Rights and Privacy Act of 1974, as amended

BCTS complies with the Family Educational Rights and Privacy Act (FERPA), which provide students certain rights related to their educational records. The following is a description of those rights:

-The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the school's Chief Academic Officer written requests that identify the record (s) they wish to inspect. The school's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the school does not maintain the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.

+The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

+The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.

+Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

+The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, and 600 Independence Avenue, SW, Washington, DC 20202-4605.

Carpentry Journeyman Program

*Career Diploma Course
720 Clock Hours-48 Weeks*

Objective

Since our school teaches all of the theory and practical skills of carpentry to the students.

A student can become the leader of one work team after he or she has successfully completed the full course.

The student will become equipped with the skills and ability to become a technical supervisor to be able to manage properly any size building of a construction project.

PROGRAM INFORMATION

Length	48 Weeks
Total Clock Hours:	720 Clock Hours
Education Requirements:	High School Diploma or GED
Entrance Examination:	Successful Passage of Wonderlic Examination (score of 17)

Program Description**Level 1**

Deals with:

1. Materials for carpentry (wood, lumber, engineer products, etc.)
2. Tools and power equipment
3. Rough carpentry work
4. Exterior finish work
5. Interior finish work
6. Field practice

Level II

Students learn in the classroom:

1. Commercial building work
2. Read blue prints
3. Project estimation and project contracting
4. Construction management

Employment Opportunities

1. Carpenter
2. Commercial Building Inspector

Graduation Requirements

A diploma is awarded to students who have successfully completed two levels in Carpentry with a GPA of 2.0 or better, and at least 85% attendance.

Program Description

Handyman Program Certificate Course 312 Clock Hours-26Weeks

Objectives

This program is designed for the student to learn the theories and practical skills for carpentry, house electric and house plumbing.

It will enable the student to perform repairs and remodeling, and maintenance of residential and commercial buildings.

Program Information

Length:	26 Weeks
Total Clock Hours:	312 Clock Hours
Education Requirements:	High School Diploma or GED
Entrance Examination:	Successful Passage of Wonderlic Examination (score of 17)

Program Description

This program is designed for **basic carpentry work, house electricity and house plumbing** in order for the student to be quite adept as a handyman worker.

1. Home Repair Carpentry
2. Basic Electric Lesson
3. Basic Plumbing Lesson
4. Field, Lab Practice
5. Exam

Employment Opportunities

1. Carpenter Assistant
2. Electrician Assistant
3. Plumber Assistant

Graduation Requirements

A certificate is awarded to a student who successfully completes the course with a GPA of 2.0 and attendance of 85%

Program Description
Elective Course
Certificate for Electrician Course

Objective

The Electrician Course is comprised of nine comprehensive lessons in lecture and field practice. The lessons are easy to follow, yet challenging and stimulating at the same time. Each lesson begins with a subject matter preview and objectives, an introductory note from the instructor and a vocabulary builder of new words and terms. Next comes the reading assignment, practice exercises, check and review what you learned at the end of each lesson.

Program Information

Length: 24 Weeks
Total Clock Hours: 192 Hours
Education Requirement: High School Diploma or GED
Entrance Examination: Successful Passage of Wonderlic Examination (score of 17)

Program Description

Lesson 1: Getting to know Your System

Lesson 2: Tools and Materials
Lesson 3: Wiring Systems, Boxes and Conductors
Supplement Time Management Guide
Lesson 4: Skills 1
Lesson 5: Skills 2
Lesson 6: Troubleshooting and Repairs
Lesson 7: Improvements 1
Lesson 8: Improvement 2
Lesson 9: Planning Path Circuits
Supplement Career Search Guide
Electrical Field Practice on School Lecture Room and Site

Employment Opportunities

Electrician assistant

Graduation Requirement

A certificate of completion is awarded for successfully completing the course with a GPA of 2.0 and 85% attendance.

Program Description
Elective Course
Certificate for Plumbing Course, 192 Clock Hours

Objective

The plumbing course is comprised of ten comprehensive lessons in lecture and field practices. The lessons are easy to follow, yet challenging and stimulating at the same time. Each lesson begins with a subject matter preview and objectives, an introductory note from the instructor and a vocabulary builder of new words and terms.

Next phases are the reading assignment, practice exercises helps the student to check and review what you've learned at the end of each lesson.

Program Information

Length: 24 weeks
Total Clock Hours: 192 Hours
Education Requirement: High School Diploma or GED
Entrance Examination: Successful passage of Wonderlic Examination (score of 17)

Program Description

Lesson 1: Getting Ready 1
Lesson 2: Getting Ready 2
Lesson 3: Clogged Pipes
Lesson 4: Faucets
Lesson 5: Toilet
Lesson 6: Working Pipe
Lesson 7: Pipe Repair
Lesson 8: System Repairs & Upgrades, Replace Tub
Lesson 9: Installing New Bathroom
Lesson 10: Installing Kitchen Plumbing
Field Plumbing Practice on School Site and Lecture Room

Employment Opportunity:
Plumbers Assistant

Graduation Requirement:

A certificate of completion is awarded to students who successfully complete the course with a GPA of 2.0 and 85% attendance.

Program Description
Elective Course
Certificate for Heating and Air Conditioning

Objective:

The heating and air conditioning course is comprised of comprehensive lessons. The lessons are easy to follow, yet challenging and stimulating at the same time. Each lesson begins with a subject matter, preview and objectives, an introductory note from the instructor and a vocabulary builder of new words and terms.

Program Information:

Length: 24 Weeks
Total Clock Hours: 288 Hours
Education Requirements: High School Diploma and GED
Entrance Examination: Successful Passage of Wonderlic Examination (score of 17)

Program Description:

Lesson 1: Hand Tools and Fasteners
Lesson 2: Tubing and Pipe
Lesson 3: Soldering, Brazing, and Flame-Cutting
Lesson 4: Thermodynamics, Temperature and Pressure
Lesson 5: The Refrigerant System Cycle and Recovery
Lesson 6: Refrigerant Blends and Troubleshooting and Refrigerant Controls
Lesson 7: Valves, Troubleshooting Flow Controls
Lesson 8: Compressors and Their Lubrication
Lesson 9: Water Chillers, Basic Electricity
Lesson 10: Electrical Circuits and Motors, Solenoids, Relays and Motor Controls
Lesson 11: Defrost Cycles, Gas and Oil Heat with Air Conditionings
Lesson 12: Electric Heat with Air Conditioning and Heat Pumps

Employment Opportunities:

Heating and Air Conditioning Assistants

Graduation Requirement:

A certificate of completion is awarded to a student who successfully completes the course with a GPA of 2.0 and 85% attendance.

Elective Courses

Electric Course		
Code Number	Course Title	Hour
1601-9	Electric Lesson 1-9	112
1600-1	Field, Lab	80
1600-10	Electric Exam	2
		192 Hours

Heating and Air Conditioning Course		
Code Number	Course Title	Hour
1801-10	H.A.C. Lessons 1-12	168
1800-1	Field Lab	120
1800-10	Plumbing Exam	2
		288 Hours

Plumbing Course		
Code Number	Course Title	Hour
1701-10	Plumbing Lesson 1-10	112
1700-1	Field Lab	80
1700-10	Plumbing Exam	2
		192 Hours

Carpenter Journeyman Course

Name of Book	Author	Publisher	ISBN	Cost
Carpentry	Floyd Vogt	Thomson	1-4018-7069-4	\$130.00
Wiring Simplified	H.P. Richter W.C. Schwan F.P. Hartwell	Park Publishing, Inc.	978-0-9719779-3-8	\$16.95
Complete Plumbing	Ken Sidey	Stanley	0-696-21729-5	\$35.00
Residential Framing	William Spence	Spence	0-8069-85940-1	\$40.00

Handyman Course

Name of Book	Author	Publisher	ISBN	Cost
Carpentry	Floyd Vogt	Thomson	1-4018-7069-4	\$130.00
Wiring Simplified	H.P. Richter W.C. Schwan F.P. Hartwell	Park Publishing, Inc.	978-0-9719779-3-8	\$16.95
Complete Plumbing	Ken Sidey	Stanley	0-696-21729-5	\$35.00
Residential Framing	William Spence	Spence	0-8069-85940-1	\$40.00

Electric Course

Name of Book	Author	Publisher	ISBN	Cost
Wiring Simplified	H.P. Richter W.C. Schwan F.P. Hartwell	Park Publishing, Inc.	978-0-9719779-3-8	\$16.95

Plumbing Course

Name of Book	Author	Publisher	ISBN	Cost
Complete Plumbing	Ken Sidey	Stanley	0-696-21729-5	\$35.00

Heating and Air Conditioning Course

Name of Book	Author	Publisher	ISBN	Cost
HVAC Fundamentals	James E. Brumbaugh	Wiley Publishing	0-764-54206-0	\$16.94

Journeyman Course Equipment List				
Name	Used	Rented	Leased	Owned
Drills/Clamps/Power Tools				YES
Ladder/Wrenches				YES
Screw Drivers				YES
Saws/Caulk Gun				YES

Handyman Course Equipment				
Name	Used	Rented	Leased	Owned
Tape Measure				YES
12 OZ Smooth Face Hammer				YES
Screw Drivers				YES
Metric Socket Set				YES
Ladder				YES
Wrenches				YES
Saws				YES
Hammer				YES

Electricity and Plumbing Courses Equipment				
Name	Used	Rented	Leased	Owned
Electrical Codes/Circuit Testers/Circuit Tracers/Digital Meters				YES
Voltage Testers/Analog Multi-Meters				YES
Handheld Oscilloscopes				YES
Extension Cords				YES
Pipe Cutters				YES
Pipe & Wire Cutters				YES
Pipe & Wire Locators				YES
Pipe Wrenches				YES
Soldering Torches/Water Pressure Gauges				YES

Heating and Air Conditioning Course Equipment				
Name	Used	Rented	Leased	Owned
Brushes/Charging Hose				YES
Capacitors/Clamp Meters				YES
Core Tools/Drill Bites				YES
Flash Lights/Filters				YES
Draft Gauges/Furnace Lighters				YES
Foam Board Staplers				YES
Duct Board Tools				YES
Extractor Tools				YES
Gas Pressure Test Kit				YES
Cylinder Heaters				YES
Drill Bits				YES